



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

1000 NAVY PENTAGON

WASHINGTON, D.C. 20350-1000

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SECNAVNOTE 5305
ASN(RD&A)-CAG
13 January 2000

SECNAV NOTICE 5305

From: Secretary of the Navy

Subj: FY99 DEPARTMENT OF THE NAVY COMPETITION AND PROCUREMENT
EXCELLENCE AWARDS PROGRAM

Ref: (a) 41 U.S.C. Section 418(b)(6)

Encl: (1) Sample Competition Citation
(2) Sample Innovation Citation

1. Purpose. To establish procedures for the FY99 Department of the Navy (DON) Competition and Procurement Excellence Awards Program that formally recognizes individuals who have made an outstanding contribution to the effectiveness and advancement of competition and innovative procurement methodology during FY99.

2. Background. The DON has made significant progress in increasing procurement competition and innovation in procurement techniques. To acknowledge the critical importance of this procurement strategy, the Secretary of the Navy (SECNAV) annually recognizes, by formal award, those military and civilian personnel who have made the most outstanding contributions to the effectiveness of competition and innovation in Navy and Marine Corps procurement. The Competition and Procurement Excellence Awards Program is established to further the objectives of reference (a).

3. Policy

a. Eligibility. All personnel who contribute significantly to the Navy and Marine Corps acquisition process are eligible for the FY99 DON Competition and Procurement Excellence Awards Program. Acquisition involvement may be interpreted to include program and financial managers; planning, technical, and requirements personnel; and contracting officers, contracting specialists, and contract administration personnel. Military and civilian personnel of all ranks, rates, and grades are eligible for the award. Particular emphasis should be placed on identifying and nominating military personnel with (1) a rank of commander/lieutenant colonel (O-5) and below, and (2) civilian personnel graded GS-14 and below. Individuals working together as a team may also be nominated. Packages may nominate

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individuals or teams for their contributions in competition or innovation. A team nomination shall be limited to no more than six people and may not comprise an entire office or contracting activity. Each nomination must be a separate package. For example, one nomination package cannot be considered for both the competition and the innovation categories. A separate package must be submitted for each category though the same team or individual action could be considered for both the competition and innovation categories in separate nomination packages. Non-Navy/Marine Corps activities, such as the Defense Logistics Agency, may consider nominating Navy/Marine Corps procurements, associated with joint procurement teams, within their cognizance.

b. Criteria. Individuals and teams nominated for the FY99 Competition and Procurement Excellence Awards should have made significantly greater contributions than normally would be expected of them in their particular assignments. Nominations must specifically address the criteria in subparagraphs 3b(1) and 3b(2), reflecting accurately the accomplishments of the nominee(s). Quantifiable information such as dollars saved, spending avoided, or increased competition rates should be included whenever possible.

(1) Criteria for Judging Competition. The primary judging criteria for selecting winners are (1) promoting and achieving competition, and (2) cost savings and cost avoidance in Navy and Marine Corps procurements.

(2) Criteria for Judging Innovation. The primary judging criteria for selecting winners in the innovation category are (1) the degree of innovation and initiative involved in the procurement(s), and (2) adaptability of these innovative techniques by other commands. Potential cost savings may be considered in the innovation category; however, it will not be a primary judging criterion.

c. Selection. Review and judging will be completed by a panel assigned by the Competition Advocate General (CAG), applying the criteria set forth above. The panel will select and recommend, for approval by the Assistant Secretary of the Navy (Research, Development and Acquisition) via the CAG, individual and team awardees in the competition and innovation categories. There are a total of four procurement categories to be awarded: individual competition, individual innovation, team competition, and team innovation.

d. Award. Award winners will receive their award from SECNAV or SECNAV's representative. The award will consist of a plaque, certificate, and a citation summarizing the winner's accomplishments.

4. Action. All activities may submit nominations for the FY99 DON Competition and Procurement Excellence Awards via their chain of command. Nomination packages must reach the office of the Assistant Secretary of the Navy (Research, Development and Acquisition), Competition Advocate General of the Navy - Attn: LCDR Thomas Wardwell, SC, USN, OASN(RD&A), 1000 Navy Pentagon, RM 5D760, Washington DC 20350-1000, by February 29, 2000. Nomination packages must include the following:

a. Title of Submission. For example, C4I Warfighter Visualization;

b. Category in which package is competing;

c. Command points of contact including voice/fax numbers (commercial and DSN) and e-mail address;

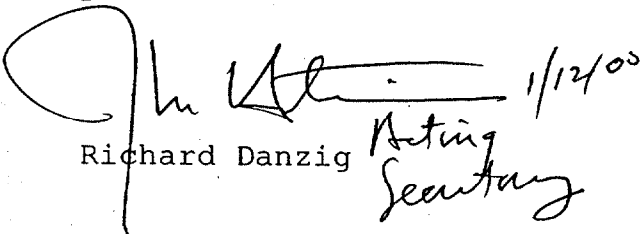
d. Nominee's name, grade and series (or military rank/rate). Also voice/fax numbers (commercial and DSN), address and e-mail address;

e. Nominee's command, job title, and office code;

f. Comprehensive description of the nominee's (or team's) accomplishments (please limit to no more than two pages). Include quantitative information where applicable;

g. Proposed citation(s) following the format(s) of enclosures (1) and (2). Address the criteria in paragraph 3b. Limit the citation to 16 lines of text. Nomination packages must be submitted in a hardcopy and a Microsoft-compatible electronic format in Courier New, size 12 font.

5. Report. The reporting requirement contained in paragraph 4 is exempt from reports control by SECNAVINST 5214.2B.

 1/14/00
Richard Danzig

Acting
Secretary

Distribution:

SNDL 21A (Fleet Commanders in Chief and Detachments)
22A (Fleet Commanders)
23 (Force Commanders)
24 (Type Commanders)
26 (Special Commands, Groups and Units)
41 (Military Sealift Commands)
SNDL Part 2 (Navy Shore Activities)

SAMPLE COMPETITION CITATION

The Secretary of the Navy takes pleasure in presenting the
DEPARTMENT OF THE NAVY COMPETITION AND PROCUREMENT EXCELLENCE
AWARD IN COMPETITION to

MARY WHITE

for service as set forth in the following

CITATION:

For outstanding professional performance while serving as a Lead Procurement Analyst and Deputy Competition Advocate at the Fleet Industrial Supply Center, Pearl Harbor, Hawaii, from October 1, 1998 to September 30, 1999. Ms. White's dedicated efforts and astute knowledge of industry and the competitive environment led to a competition rate of 98 percent for the more than 200 purchase actions she negotiated. Ms. White was particularly innovative in establishing a program to locate business sources for current and future acquisitions and implementing an automated procurement system. Ms. White's efforts have resulted in \$3 million in documented cost savings. Ms. White's dedication and outstanding skill in employing and promoting competition reflect great credit upon her and contributed significantly to the effectiveness of the Department of the Navy procurement.

Enclosure (1)

SAMPLE INNOVATION CITATION

The Secretary of the Navy takes pleasure in presenting the
DEPARTMENT OF THE NAVY COMPETITION AND PROCUREMENT EXCELLENCE
AWARD IN INNOVATION to

MARY WHITE

for service as set forth in the following

CITATION:

For outstanding professional performance while serving as a Lead Procurement Analyst and Deputy Competition Advocate at the Fleet Industrial Supply Center, Pearl Harbor, Hawaii, from October 1, 1998 to September 30, 1999. Ms. White's dedicated efforts and astute knowledge of industry and the competitive environment led to ongoing cost reductions in the procurement shipboard evaporator widgets by designing commercial equivalents as an alternative to standard MILSPECS. This action has reduced costs by 21 percent from previous levels. Ms. White was particularly innovative in establishing a program to locate widget sources for current and future acquisitions. Ms. White's creative approach is easily transferable and will be considered for Navy-wide implementation. Ms. White's dedication and outstanding skill in employing and promoting innovative procurement methodologies reflect great credit upon her and contributed significantly to the effectiveness of the Department of the Navy procurement.

Enclosure (2)